

# SEXUAL HARRASMENT/ BULLYING

## Statement of policy

Sexual harassment is unlawful. Owenbridge Recycling Transport has a no tolerance approach to sexual harassment/bullying in any form. Every staff member and supervisor has a responsibility to ensure that sexual harassment/bullying does not occur.

Anyone found to have sexually harassed or bullied another person will be subject to disciplinary action that may include an apology, transfer of duties or dismissal.

Reports of sexual harassment/bullying will be treated promptly, seriously and confidentially. Complainants have the right to determine how a complaint will be treated. They also have the right to have a supporter or representative chosen by them involved in the process and the option to stop the process at any time.

The alleged harasser also has the right to have a supporter or representative chosen by them present when he/she responds to the allegations made.

No paid staff member will be treated unfairly as a result of making a complaint of sexual harassment or bullying. **Immediate disciplinary action** will be taken against anyone who victimises or retaliates against someone who has made a complaint of sexual harassment/bullying.

Owenbridge Recycling Transport will afford natural justice to any person involved in a dispute. If a staff member is found to be responsible for any act of Sexual harassment/bullying disciplinary action may consist of:

- Apology
- Written warning
- Instant dismissal

## **Definition of sexual harassment/ bullying:**

Sexual harassment and or bullying includes any unwelcome behaviour of a sexual or bullying nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

- an unwelcome sexual advance
- a request for sexual favours
- unwelcome comments about someone's physical appearance
- leering and ogling
- sexually offensive comments, stories or jokes
- displaying sexually offensive images, reading matter or objects
- inappropriate sexual propositions or harassment
- sexually explicit emails or SMS messages
- unnecessary physical contact such as touching
- indecent assault or rape (these are criminal offences).
- behaving aggressively
- teasing or practical jokes
- pressuring someone to behave inappropriately

A paid staff member who has been harassed may choose to take their written complaint to the Australian Human Rights Commission.